Resignation Letter

I resign from my employment as set out below.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

EMAIL

PHONE

Resignation

DATE OF RESIGNATION

PROPOSED LAST WORKING DAY

NOTICE

REASON (OPTIONAL)

I will complete handover and return company property before my last day.

For HR

ACCEPTED LAST WORKING DAY

STATUS

Signed electronically under the Information Technology Act, 2000.

Employee

SIGNATURE

PRINTED NAME

DATE

HR

SIGNATURE

PRINTED NAME

DATE